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Terms of Reference

Paediatrics & Child Health Division (PCHD) Policy and Advocacy Committee

**TERMS OF REFERERNC E PURSUANT FOR THE ESTABLISHMENT AND
MAINTENANCE OF A COMMITTEE TO BE KNOWN AS PAEDIATRICS & CHILD
HEALTH PCHD POLICY AND ADVOCACY COMMITTEE**



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1 INTRODUCTION AND PURPOSE

- 1.1 The Paediatrics & Child Health Division (*PCHD*) has, pursuant to its By-laws, established the Policy and Advocacy Committee (*Committee*).
- 1.2 The PCHD has established the Committee to:
 - 1.2.1 prepare annually for the approval of the PCHD Council, a proposed list of policy and advocacy projects;
 - 1.2.2 develop, coordinate, implement, and monitor the policy and advocacy projects approved by the PCHD Council;
 - 1.2.3 respond to new and emerging policy and advocacy issues relevant to the PCHD as they arise provided, whenever possible, the issue is approved by the PCHD President or Council prior to work commencing;
 - 1.2.4 contribute to the policy and advocacy issues in paediatrics and child health to the College Policy and Advocacy Committee; and
 - 1.2.5 act as the authoritative source of direction and advice within the College in regards to Paediatric and Community Child Health policy and advocacy.
- 1.3 The activities of the Committee must be consistent with the College's Strategic Directions document or any successor document.

2 POLICY AND ADVOCACY COMMITTEE

2.1 Committee Prohibitions

The Committee must not:

- 2.1.1 enter into any contractual relationships; or
- 2.1.2 represent or imply in any way that the Committee is a body independent of the College or the PCHD.

2.2 Composition of the Committee

The Policy and Advocacy Committee shall comprise:

- 2.2.1 The Chair of the Committee, a Fellow of the PCHD;
- 2.2.2 Three Appointed Fellows of the PCHD;



- 2.2.3 One Chapter of Community Child Health representative, a Fellow of the PCHD;
- 2.2.4 One Adolescent & Young Adult Medicine Committee representative, a Fellow of the PCHD;
- 2.2.5 One Neonatology representative, a Fellow of the PCHD;
- 2.2.6 One Advocacy representative, a Fellow of the PCHD;
- 2.2.7 One Appointed Trainee of the PCHD;
- 2.2.8 One Australian Paediatric Society (APS) representative; and
- 2.2.9 One consumer organisation representative.

At least one Member of the Committee shall be resident in New Zealand.

An existing member of the committee may be appointed as Deputy Chair with the approval of the committee.

The Committee may co-opt any additional members.

3 ELECTION AND TERM OF OFFICE

3.1 Chair

The Chair is initially appointed by the PCHD Council following a nomination process. The Chair shall take office from the College Annual General Meeting following their appointment.

The initial term of the Chair shall be two years and no Chair shall be appointed to chair the Committee for more than three consecutive terms unless the Board approves otherwise.

If agreed by the current Committee Chair, any subsequent term of appointment for the Chair, up to the maximum of three consecutive terms, can be on the recommendation to the PCHD Council by the Committee without a need for the nomination process to occur.

Once an incumbent Chair has served three consecutive terms, the PCHD Council must then appoint a new chair following a nomination process.

3.2 Appointed Representatives

Representatives other than the APS & the consumer organisation representative are appointed by the Committee. The representative shall take office from the College Annual General Meeting following their appointment.

The APS and the consumer organisation representative are sought from their respective organisation.



The term of any representative shall be two years and no representative shall be appointed to the Committee for more than three consecutive terms unless the Board approves otherwise.

3.3 Appointed Trainee

The Trainee is appointed by the Committee following nomination. The Trainee shall take office from the College Annual General Meeting following their appointment.

The term of the Trainee shall be two years and a maximum of one term. Only if a Trainee Appointee becomes an Advanced Trainee during their term, will they be eligible to seek a further consecutive term as a Trainee representative. The term may be completed after gaining Fellowship.

4 REPORTING

4.1 The Committee is a Committee of the PCHD and must report to the PCHD Council as required by the Council and also in accordance with Clause 1.

4.2 The Committee may make exception reports to the PCHD Council to address emergent or risk management issues as required.

5 SUB-COMMITTEES OF THE COMMITTEE

The Committee, with approval of the PCHD Council, may create other Sub-Committees or time limited or specific purpose working groups.

6 DEFINITIONS

“Board”	means the Board of Directors of the College.
“College”	means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
“Constitution”	means the Constitution of the College as amended from time to time.
“PCHD”	means the Paediatrics & Child Health PCHD of the College.
“Fellow”	means a Fellow of the PCHD.
“Trainee”	means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a PCHD, Chapter or Faculty of the College



TOR History as from 5 June, 2013		
Commencement of By-Law:		
This By-Law was approved by the Paediatrics and Child Health Council on 5 June 2013 and commenced on that date. <i>Note that formerly the PPAC terms were included in the PCHD By-law – however these were removed in the review of 2012.</i>		
Subsequent amendments to TOR		
Item	Amendment	Commenced
3.1	Update of text to allow a Chair to be elected to a second or third term by the Committee.	28 February 2014 (as approved by the PCHD Council).
2.2	The addition of a deputy chair.	12 February 2019 (as approved by the PCHD Council)